



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Treasury Program Manager I
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$4912 - \$5926

Position:

The Public Finance Division is recruiting to fill **three (3) Treasury Program Manager I** positions in its Debt Issuance Section. The incumbents will serve as the technical specialist and team leaders for the sale of bonds.

Description of Essential Functions:

- Under the general direction of the Treasury Program Manager II, the incumbent is responsible for the management of all aspects of the bond sale process.
- The Treasury Program Manager I leads a team of analysts through the bond process encompassing: developing the financing schedule and maintaining the financing teams adherence to the schedule.
- Reviewing the form and content of the State's disclosure document.
- Corresponding and coordinating with other state agencies, bond counsel, bankers, and financial advisors regarding bond sale documents, bond structure, and continuing disclosure responsibilities.
- In addition, the incumbent is responsible for performing difficult analyses of the financing structure and the most complex legal and financial documents
- Determining that the legal, tax, and financial provisions of the financing meet the State Treasurer's Office policies and serve the best interests of the State
- Formulating policy recommendations for top management regarding the State's disclosure document, bond structure, dispute resolution, and continuing disclosure certificates; and research and monitor industry practices and regulations to insure the State's compliance.

DESIRABLE QUALIFICATIONS:

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "510-4221-003/004/009" next to the classification on your application/resume, (i.e., TPM I 510-4221-003/004/009.)

FINAL FILING DATE:

Open until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.